

Instructions for Response to Kentucky Transportation Cabinet's Announcement for Engineering and Related Services

Interested firms may submit a response to the Cabinet's announcement for engineering and related services as a prime consultant. The response must follow the following format. Each page must be 8 1/2" X 11" with single-space type no smaller than 12 pitch (approximately 10 point "font"), and may contain graphics and photographs where applicable (unless otherwise specified in the announcement bulletin).

Sub-Consultant work should be shown within the same context of the prime consultant project team. No additional pages are permitted for sub-consultant work unless specifically allowed for in the project advertisement.

Binding covers front and back are allowed as well as a transmittal letter. However, information on the covers and transmittal letter will not be used for evaluating the proposal.

Proposals must include Campaign Finance Law Compliance Form.

Page 1: Basic Project Information

- Firm Name
- Firm Address
- Firm Telephone Number
- Contact Name of individual responsible for this response to announcement
- Contact e-mail address
- Six-Year Plan Item Number and County (from advertisement bulletin) or other appropriate project identifier.
- Advertisement Date
- Response Due Date
- Location of office(s) where work for this project would be performed
- Certification of authorized submitter that information contained within is correct. Include typed name and title, the clause "I certify that the information included within this document is, to the best of my knowledge, correct as of the date indicated", the signature (one copy must have original signature, and the date.)
- Certification that the firm is currently registered with the Commonwealth of Kentucky in accordance with KRS 322.060 to perform the engineering services needed for this project, and the firm's Kentucky Registration Number. This includes sub-consultant firms. Additional pages are allowed to provide sub-consultant certification of firm registration and Kentucky Registration Number.

Page 2(A-B): Project Service and Staff Summary

- List of services (from the KYTC prequalification categories) firm and any sub-consultants will be performing for this project, and the status of prequalification (Prequalified, Submitted and Pending, or Prequalification not required)
- For services to be performed by the prime consultant, list the name(s) of the employee(s) intended to perform the work. For sub-consultant services, list the

firm name. (Additional resumes may be allowed for sub-personnel if indicated in the bulletin.)

- List of services not included in the prequalification categories that will be performed, and the name of the prime employee(s) or sub-consultant firm name who intend to perform the work.
- Note: Two registered professional engineers are required for projects having Rural Roadway Geometric Design or Urban Roadway Design services if the estimated design fee is \$250,000 or greater. Two registered professional engineers are required for ALL projects having Structural services.

Page 3: Project Team Organizational Chart

- Include an organizational chart illustrating the project manager and all other project team members for this project. One paragraph of verbiage may also be included to further define the roles and interaction of the project team members. This should include relationships and lines of responsibility with sub-consultants as well.

Page 4(A-E): Relative Experience of Key Project Team Members

- Include the resumes of the project manager and up to 9 other key project team members, including sub-consultants, from page 2. Only include resumes for team members with significant contributions to the project. (Additional resumes may be allowed if indicated in the advertisement bulletin). Resumes may include but are not limited to education and experience, applicable technical training, personal photograph, responsibility for similar projects, familiarity with geographic area and resources, and special or unique experience. A total of 5 pages (A-E) are permitted for these resumes.

Page 5: (A-B): Available Team Workload Capacity

- Show the status of current workload, and projected workload for at least the next 18 months, of the key project team members from page 4. Use charts or other illustrative tools. Include page 5B with project descriptions, percentage of project completion and the roles of the team members in those projects.

Page 6(A-E): Relative Experience of Proposed Team

- Describe five of the firm's or sub-consultant's most recent, similar type projects, and indicate the involvement of personnel identified on page 2. Include the following for each project: Agency for which work was performed, location, dates, project manager, and description (project length, type of improvement, approximate fee, etc.) Descriptions may also include familiarity with geographic area and resources, special or unique experience, and special or unique equipment.

Page 7(A-C): Project Approach

- Provide a narrative that describes what your project team sees as the major challenges for this project and propose solutions when appropriate. Describe how your firm or project team is the best qualified to perform the services required for this project for the Kentucky Transportation Cabinet. At a **minimum** include discussion of your project team's intended approach to the problem, ability to meet the project schedule with current workload, project staffing, familiarity of project, and knowledge of Cabinet Procedures. This narrative should also include the qualification, expertise and role of significant sub-consultants and involvement of any special requirements (i.e. DBE firms). **DBE certifications should also be included with the proposal and will not count as additional pages.**